

INFORMATION SHEET - SIDEWALK CAFÉ PERMIT

ANNUAL FEE: \$300.00 payable to the City of Annapolis with application

TERM OF PERMIT: May 1st through April 30th

SERVICE OF ALCOHOLIC BEVERAGES: Licensed establishments seeking service of alcoholic beverages on the café are required to obtain approval from the Alcoholic Beverage Control Board. The Board meets the first Wednesday of each month at 3:00 p.m. in the Council Chamber.

GENERAL INFORMATION

1. A sidewalk café must leave a minimum of a six-foot unobstructed passageway for pedestrians along the length of the café. If the sidewalk is less than 10 feet wide from the building facade to the back of the curb at the narrowest point, the City Clerk, with the consent of the Department of Public Works, may reduce the unobstructed passageway to no less than 5 feet in accordance with the requirements of the Americans with Disabilities Act. (City Code Section 7.42.020A)
2. Applicant must submit a sketch showing the sidewalk area to be occupied. Show tables and chairs (and any other furniture or appurtenances) as they will be placed. The sketch must include the entire area from the face of the building to the curb and include light poles, parking meters, etc. The area which will be used by servers as they approach and serve the tables should be shaded or cross-hatched. The doorway into the establishment must also be depicted.

Scale must be 1/4" = 1 foot on 8-1/2 x 11 sheet. The sketch may be hand-drawn, but must show all dimensions: length and width of area, size of tables and chairs, lamp poles and anything else occupying the area from curb to face of building, etc.
3. The holder of a sidewalk café permit shall fully insure, indemnify, defend and hold harmless the city and in their capacity as such, the officers, agents and employees thereof from and against any and all claims and damages in any way arising out of or through the acts or omissions of the permit holder or its employees in the construction, operation, maintenance, use, placement or condition of the sidewalk café. Proof of such insurance must be submitted before a permit may be issued or renewed. (City Code Section 7.42.020C)
4. Sidewalk café permits are not transferrable.
5. Sidewalk café permit fees are not prorated.

Please contact this office if you have any questions or need assistance.